

APPENDIX A2

FUND CODE

NUMBER OF CHARACTERS: Two

TYPE OF CODE: Alpha or Numeric

EXPLANATION: 1. Fund Codes are two position alpha/numeric codes used, in conjunction with the Service or Agency code of the billed office, to designate the billing method (interfund or noninterfund). When interfund billing is indicated, the fund code also indicates the fund account to be charged (disbursed) or credited (refunded). The fund code to appropriation conversion is prescribed in DoD 4000.25-7-S1 (reference (b)).

2. An additional use for the fund code, when the signal code is C or L, is to indicate the **DoDAAC** of the "bill-to" office. The fund code to billed office **DoDAAC** conversion is prescribed in DoD 4000.25-7-S1.

3. Requisitions submitted to DoD activities and the General Services Administration will always contain a fund code, unless the materiel requested has been offered -without reimbursement, in which case the signal code (cc 51) will be D or M (free issue) and the fund code will have no meaning to the requestion processing point.

APPENDIX A3

BILLING ADVICE CODES

NUMBER OF CHARACTERS: Three

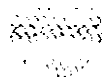
TYPE OF CODE: Numeric

EXPLANATION: Billing advice codes are used in requests for billing adjustment to identify the nature of the request or problem. The first-position entry, when present, is significant only to the requesting activity. The second and third position entries listed below convey significant information to the billing office.

<u>Code</u>	<u>Description</u>
11	Duplicate billing record received.
12	Wrong amount billed.
13	Wrong office billed.
14	Bill received for materiel requisitioned as nonreimbursable.
15	Bill received for unauthorized accessorial charge.
17	Bill received for confirmed cancelled requisition.
18	Bill received for back ordered materiel.
19	Incomplete Bill: Detail billing records do not support the amount billed.
20	Bill received following billing office reply that an adjustment billing could not be rendered.
21 ²	TDR (SF 361) submitted over 60 days ago and adjustment bill not received.
23	Promised adjustment not received.
24	Reply to Quality Deficiency Report (SF 368) promised adjustment; however, adjustment billing not received.

¹See chapter 4 for information on the use of the codes.

²This advice code **applies only** to TDRs forwarded to DLA and GSA.



<u>Code</u>	<u>Description</u>
26	Reply to Report of Discrepancy (SF 364) indicated adjustment authorized; however, adjustment billing not received.
34	Requisitioned materiel received. Request billing status.
41	Request copy of billing.
51	Unable to process billing under interfund procedures.
52	Billed by interfund when requisition or other document specified noninterfund billing.
55	Refer to accompanying letter of explanation.
90-99	Reserved for internal use. May not be reflected on any document forwarded outside the office.

| 3See chapter 4 for information on the use of the codes.

APPENDIX A4

BILLING STATUS CODES

NUMBER OF CHARACTERS: Three

TYPE OF CODE: Alphabetic

EXPLANATION: Billing status codes are used in replies to requests for billing adjustment, duplicate billing, or billing status. The first-position entry, when present, is significant only to the billing office. The second and third position entries listed below convey significant information to the billed office.

<u>Code</u>	<u>Description</u>
<u>"A" SERIES: REQUEST DENIED</u>	
AA	Duplicate billing record resulted from receipt of duplicate requisition and resulting duplicate issue.
AB	Billing record reflected correct unit price, quantity, and extended amount.
AC	Billing record was prepared in accordance with requisition, excess report, or request for adjustment.
AD	Either nonreimbursable issue was not authorized or, if authorized, was not specified in the requisition.
AE	Accessorial charge was authorized, requested and furnished.
AF	Materiel either was not back ordered or was issued following notification of back order.
AG	Requested adjustment is less than the minimum dollar limit prescribed for adjustment.
AH	Prescribed record retention period has elapsed.
AI	Adjustment was issued under bill number shown in pos. 54-58.
AJ	Requisition or excess report did not specify billing under noninterfund procedures.
AK	Copy of bill should be requested from the DAASO .

<u>Code</u>	<u>Description</u>
A01	Request was not received within allowable timeframes.
AP	Cancellation request either was not received or was received but not confirmed.
AR	Reply to discrepancy report did not promise adjustment.
AS	Reply was not furnished indicating that billing could not be rendered.
<u>"C" SERIES: REQUEST GRANTED</u>	
CA	Duplicate, adjustment, or corrected bill will be issued in the next billing cycle.
<u>"D" SERIES: ADVISORY RESPONSE</u>	
DC	Materiel was issued on a nonreimbursable basis.
DO	Billing or adjustment was rendered under bill number shown in pos. 54-58.
DF	No record of cited document number or bill number is on file.
OH	Billing or adjustment under the cited document number will be furnished in the next billing cycle.
DI	Letter of explanation will follow.
<u>"E" SERIES: REQUEST REJECTED</u>	
EA	Request is incomplete or contains invalid data; review and resubmit with correct data.
EF	No record of duplicate billing under bill number cited in pos. 54-58.

1The fact that the record retention **period** has elapsed by the time the discrepancy report is validated or the adjustment request **is** completed may not be used as, a basis for denying or failing to comply with the adjustment request if the request was submitted within prescribed timeframes.

<u>Code</u>	<u>Description</u>
EI	No record of requisition or shipment, submit² a copy of the DD Form 1348-1, DoD Single Line Item Release/Receipt Document or equivalent.
EL	No record of a reply to a discrepancy report (ROD or QDR) authorizing adjustment; resubmit request with copy of reply.
EM	No record of TDR (SF 361) is on file; resubmit request with copy of report.

²For fuel shipments provide the following information by letter or message: Supply source for product received, contract number for direct deliveries, and if shipped by a DFSP, the **DoDAAC** of the DFSP.